



Contact

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Houston, TX 77044
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Grades

3K – 5th

Enrollment

80 Current / 138 Future

Staff

17 Current / 20+ Future

Mission

To prepare students for higher education and a meaningful life experience through a program emphasizing academic excellence, spiritual development, and social responsibility.

History

2000
Founded

2001
Open and serving students in Kindergarten – 8th grade

2005
Moved to current campus and serving students PreK through High School

2019
Restructured to focus on 3K through 5th grade

2021
Campus rejuvenated with a major renovation

School Profile

Holy Trinity Episcopal School is looking for the right leader to guide us through this pivotal stage in our journey. Our next Head of School needs to embrace our vision of the future and be able to mold our operations to support that vision.

We have laid the ground work for long-term success by restructuring the school and renovating the building. As with most organizations, the pandemic forced us to adapt in ways we never imagined. In light of all this change, we recognize that now is the perfect time to reevaluate our strategic plan. Our next Head of School will have a critical voice in that process.

The community around our school also is experiencing massive changes. We are located in one of the fastest growing zip codes in the Houston area with thousands of new homes being added each year. Directly to our north is Generation Park, a master planned commercial development that is drawing new industry to our region.

We will use our core values of respect, integrity, and compassion to guide us as we engage with our community. As we model our core values, collectively called “The Titan Way”, we live out our Episcopal identity and set a positive example for our students.

Beyond providing excellent academics, we seek to meet the unique needs of our students. Our small class sizes allow us to accommodate a range of medical and developmental needs. This intentional inclusivity creates a positive environment that all students benefit from.

What is an Episcopal School?

Episcopal Schools are Christian communities whose missions integrate spiritual formation into all aspects of the educational experience. They are created to serve God in Christ in all persons, regardless of origin, background, ability, or religion. They strive for justice and peace among all people and to respect the dignity of every human being.

Episcopal schools are populated by a rich variety of human beings, from increasingly diverse religious, cultural, and economic backgrounds. In fact, the intentional diversity and inclusivity of most Episcopal schools is a hallmark of their missions.

Above all, Episcopal schools exist not merely to educate, but to demonstrate and proclaim the unique worth and beauty of all human beings as creations of a loving, empowering God.



HOLY TRINITY EPISCOPAL SCHOOL

Head of School Job Description

The head of school embodies the mission of the school and articulates the mission for all aspects of the school's program. In keeping with the school's mission, the head of school fosters the traditions, relationships, and practices that determine the school's climate and culture. The head of school is the sole employee of the board of trustees and is responsible for the overall management of the school, in accordance with the board's policies. The head of school is the spokesperson for the school with all its internal and external constituencies including students, parents, faculty, staff, alumni, neighbors, business community, governmental agencies, and local, state, regional and national educational organizations, and accrediting agencies.

Though much of the work is properly delegated, the head of school has ultimate and overall responsibility for board relations, curriculum and instruction, student life, business affairs, admission, advancement, and Episcopal identity.

Board Relations

The head of school advises the board but is not responsible for governance matters just as the board advises the head but is not responsible for management matters. Together, the head of school and board form an equal partnership in running the school, each in their respective spheres of management and governance. The head of school is an ex officio, non-voting, member of the board and all board committees.

The head of school:

- Keeps the board informed of all matters relating to the school through reports at board meetings and immediate communication following major school events or happenings.
- Provides data to assist the board in its work.
- Makes recommendations to the board for approval of the operating and capital budgets, including all categories of income and expenditures.
- Seeks direction from the board on new initiatives.
- Assists the board chair and/or executive committee in setting board and committee meeting agendas and discussion topics.
- Staffs the board's strategic planning process.
- Jointly with the board, sets annual goals for his/her performance.



HOLY TRINITY EPISCOPAL SCHOOL

- Provides documentation materials for the board to use in his/her evaluation.
- Sees that board records and minutes are properly filed, and otherwise assists the board in its works as asked.

Curriculum and Instruction

- Upholds the academic and ethical standards of the school.
- Hires, supervises, evaluates, and dismisses all administrators, faculty, and staff members.
- Fosters professionalism, collegiality, and ethical conduct in the faculty.
- Provides for the professional development of the faculty.
- Stimulates and participates in the dialog about teaching and learning at the school.
- Supervises the selection of curricula, class schedules, assessments, graduation requirements, and all aspects of the school's academic program.
- Optimizes the physical learning environment and technology in all instructional areas.

Student Life

- Organizes student activities and extracurricular opportunities.
- Administers the school's discipline policies and standards of conduct.
- Supervises the school's support systems, such as counseling, academic support, before- and after-school programs, health and wellness, etc.
- Oversees the school safety programs including building security, emergency procedures, transportation regulations, tornado and fire drills, etc.
- Promotes a healthy student culture in and out of school.
- Optimizes all-school gatherings including assemblies, sporting events, performances, etc.
- Provides for character education and ethical teachings in keeping with the mission of the school.
- Reports student progress to parents on a timely and helpful basis.
- Oversees the Titan Parent Association and their fundraising and community building initiatives.



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Business, Finance and Plant Operations

- Understands and supervises the business functions of the school, including budgeting; monitoring and reporting income, expenses, investments, and cash flow; maintenance of appropriate records; and assisting the school's auditors.
- Oversees all employment and human relations matters, such as contracts, salaries, benefits, job assignments, job orientation, performance evaluation, retentions and dismissals, personnel records, employee handbooks, etc.
- Oversees the maintenance and cleaning of the buildings, grounds, and all plant operations including vehicles, grounds, etc.
- Plans and executes all major capital purchases, repairs, and building projects.
- Oversees the administration of Safeguarding God's Children program. This is a requirement of the Episcopal Diocese of Texas and includes background checks and training for staff and volunteers.
- Oversees the relationship with accrediting agencies. This includes submitting required annual reports and the periodic self-studies. HTES is accredited by Southwestern Association of Episcopal Schools (SAES).

Admissions, Marketing and Financial Aid

- Supervises and assists the admissions functions of the school, including recruitment programs, internal marketing, external outreach, website development and maintenance, information dissemination, and applicant testing and interviewing.
- Supervises the admissions decision-making process, including administration of the school's financial aid program.
- Provides final approval on all enrollment, dismissal, and financial aid decisions.

Advancement and Fund-Raising

- Plans and optimizes the school's fund-raising programs such as the annual fund, capital campaigns, planned giving, and major events.
- Supervises the schools development efforts in identifying, cultivating, thanking, and communicating with past and prospective donors.
- Oversees the school's relations with its alumni including development and maintenance of the alumni database, communications programs, and special events.
- Supervises all volunteer efforts such as those donated by individuals or the parents' association, booster clubs, alumni council, etc., all of which report to the head of school or his/her designee.

Holy Trinity Episcopal School is a non-profit 501c3: EIN 76-0452648
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HOLY TRINITY EPISCOPAL SCHOOL

Episcopal Identity

- Oversees the school's relationship with the Episcopal Diocese of Texas.
- Upholds the school's Episcopal Identity to serve God in Christ in all persons, regardless of origin, background, ability, or religion. Episcopal schools exist not merely to educate, but to demonstrate and proclaim the unique worth and beauty of all human beings as creations of a loving, empowering God.
- Oversee regular chapel services, coordinated with a Chaplain, that are creative, inclusive, and draw on the liturgical resources of The Episcopal Church.
- Support a community life where reflection, prayer, and matters of the spirit are honored and cultivated and the physical, mental, and emotional health of all are supported and nurtured.
- Ensure the curriculum includes religious formation and study that is meaningful, academically substantive, and age-appropriate; and in teaching the Christian tradition, fosters dialogue with other faith traditions.
- Oversee the integration of the ideals and concepts of equity, justice, and a just society throughout the life of the school; the embracing and honoring of diversity; and the inclusion of community service and service-learning as an integral part of the life of the school.

Qualifications

- Bachelor's Degree required. Master's Degree in a related field is preferred.
- Education professional with experience in administration.
- Strong organizational and interpersonal skills.
- Excellent verbal and written communication skills.
- Thrives on the challenge and variety of diverse responsibilities.
- Humbly strives to learn and grow in order to more effectively serve the school community.
- Ability to exercise discretion and utmost professionalism in confidential & sensitive matters.
- A personal faith that is consistent with the school's Episcopal Identity.
- If not already Episcopal, a willingness to be a confirmed Episcopalian in good standing. This includes attending confirmation class, participating in the confirmation service, and attending Sunday morning service at least 3 times a year at a local parish. Episcopal confirmation is not exclusive or exclusionary. Candidates can continue to be members of and regularly attend their current church.

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